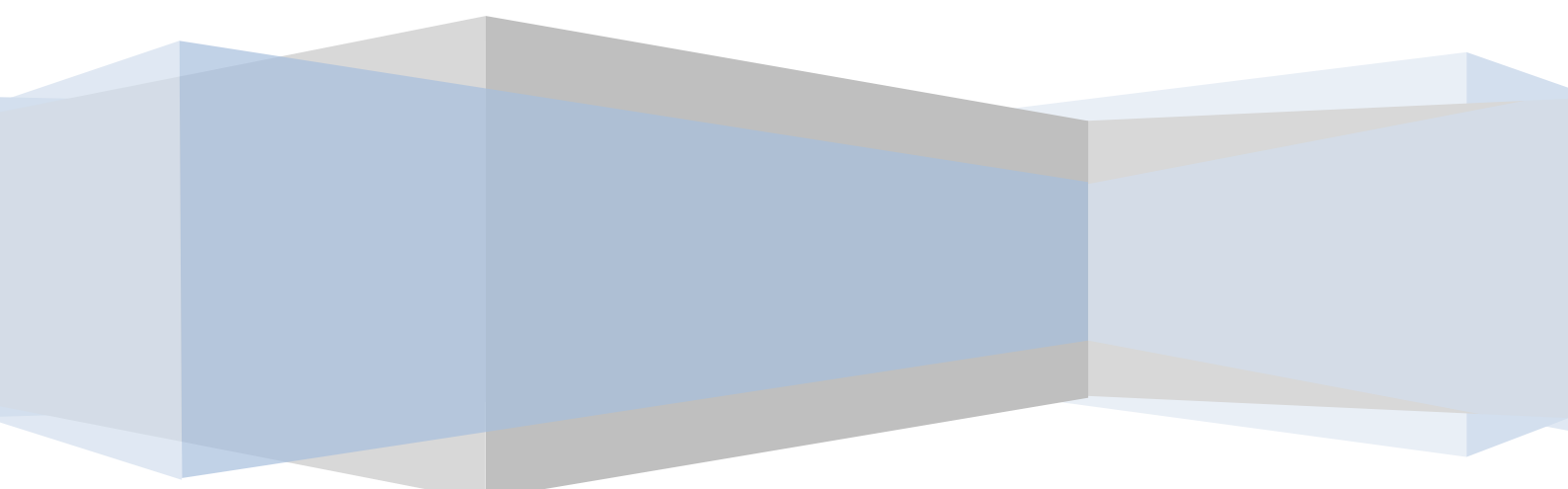




Membership Add-on (For WPL)

Realtyna Inc.



Contents of this Manual are applicable to the WPL Membership Add-On. Details of this Manual may be different based on the customizations or software you have.

Introduction

This Manual contains information about the Membership Add-On, an extension for the WPL plugin.

The Membership Add-On is a powerful extension that enables real estate WordPress websites to manage subscription plans, user types, user fields and change default WordPress pages such as the login, register and forgot password pages.

System Requirements

To use the Membership Add-On, you will need WPL Pro. (Do not install any Add-On to WPL basic)

Installation

If you have the Installation Package of the Membership Add-On, you can upload it from the following path: WordPress->WPL dashboard->Install Addon form.

Glossary

Below are a list of terms and their meanings used throughout this manual.

Membership: A subscription plan for users. You can create as many various types of memberships as you like.

User Type: Three default user types will be created by installing the Membership Add-on: Agents, Owners and Guests. It defines the role of your website users. You can create new user types if needed. You can also create memberships for certain types of users.

Dashboard: WPL interface for logged in users. It will show after login.

Manage Memberships

Create a new Membership

To create a new membership subscription you can click on the '+' icon in WPL->Memberships menu.

Memberships



Memberships

User Types

User Data Structure

Create a new Membership

ID	Name	Type	#Properties	#Featured	#Hot	Sort Memberships
-1	Default	Agents	Unlimited	Unlimited	Unlimited	
-2	Guest	Guests	0	0		
-4	Silver	Agents	15	3	5	
-6	Listhub	Agents	3	1		
-3	Bronze	Owners	10	2	3	
-5	Gold	Agents	20	5	8	

User Type of Membership

Edit Memberships

Delete a membership

1. **Type:** Each Membership belongs to one User Type. Using the WPL Membership add-on, you can manage **User Types** as well. We will explain this later.
2. **Edit, Delete, Sort:** Using these icons you can easily manage your membership subscription plans.
3. **Systematic Memberships:** WPL uses **Guest membership** for visitor access (Not-logged in). Therefore, if you want to block the access of visitors to a single property page, you can do it via changing Guest Membership. **Default membership** uses registration if there is no membership specified.

By clicking on the + icon you will see the following figures:

Edit Membership

Save

Save and update all members

Basic

Advanced

Pricing

Descriptions

Name:

Listhub

Type:

Agents

Accesses

Toggle

All

None

☒ Propertywizard

☒ Propertyshow

☒ Propertylisting

☒ Profilewizard

☐ Confirm

☒ Propertymanager

☒ Delete

☒ Public Profile

☐ Change User

☐ Receive Notifications

☒ Complex Addon

| 3

1. **Name:** Enter membership name in this text-box.
2. **Type:** Select related User Type.
3. **Accesses:** Specify membership accesses. These accesses will apply to users that subscribed to this membership.

Edit Membership

Save

Save and update all members

Basic

Advanced

Pricing

Descriptions

Total number of properties

3

Total number of hot properties

2

Total number of featured properties

1

Register form

Show

Listing Restriction?

Yes

Ctrl+Click to select multiple:

For sale

For Rent

Property Type Restriction?

Yes

Ctrl+Click to select multiple:

Office

Apartment

Villa

Farm

1. **Membership's Limits:** Specify membership's limits. You can insert -1 for unlimited.
2. **Register Form:** Show on register form or not.
3. **Listing Restriction:** Limit users to add properties in restricted listing types.
4. **Property Type Restriction:** Limit users to add properties in restricted property types.

Edit Membership

Save

Save and update all members

Basic

Advanced

Pricing

Descriptions

Subscription Price

0

\$

0 means free!

Subscription Period

30

Days

-1 means unlimited.

Can Renew?

Yes

Renew Price

20

\$

Can Change Membership?

Yes

Change Membership to

Gold

Silver

1. **Subscription Price:** 0 means free.
2. **Subscription Period:** -1 means unlimited period.
3. **Can Renew:** Whether or not Membership users are allowed to renew their subscription. If they're allowed, you can set the renewal price for the membership. The renewal price can be different than the subscription price.
4. **Can Change Membership:** Set ability for changing the membership subscription for users and specify allowed memberships.

1. **Short/Long Description:** These fields will show on the Membership list page in the frontend while a new user is registering or a current user is trying to change their membership.
2. **Color:** Specify membership box or membership name color on Membership list page or change membership view.

Note: You may see more tabs on this view if you installed specific add-ons such as CRM.

After setting membership settings, you can click on the "Save" button on the top of the page to save the membership. If you're editing a membership you will see 2 buttons: "Save" and "Save and update all members".

By clicking on the "Save and update all members" button, WPL saves the membership and updates all subscribed users as well; Therefore, if you don't want to update users, you shouldn't click this button.

Different membership subscription scenarios

The WPL membership add-on can cover many subscription scenarios. You can create a free membership for non-agent users or create a trial membership for agents by setting the subscription price to 0 and the renewal price to \$20.00.

You can create a non-renewable membership and force users to change their membership after finishing a subscription period.

You can create an unlimited membership in property limitation and subscription period, as well as many other business plans, by combining WPL Membership features together.

Manage User Types

Create a new user type

To create a new **User Type** you can click on the '+' icon in WPL->Memberships->User Types menu.

The screenshot shows the 'User Types' management interface. It has a header with 'User Types' and a user icon. Below the header are three tabs: 'Memberships', 'User Types' (selected), and 'User Data Structure'. A table lists user types with columns 'ID', 'Name', and 'Actions'. The table contains four rows: 'Agents' (ID 1), 'Owners' (ID 2), 'Guests' (ID 3), and 'Investors' (ID 101). The 'Investors' row is highlighted. A yellow callout box labeled 'Disable/Enable' points to the checkmark icon in the 'Actions' column for 'Investors'. Another yellow callout box labeled 'Create a new User Type' points to the '+' icon at the top left of the table.

ID	Name	Actions
1	Agents	✓ ✎ 🗑️ ⛶
2	Owners	✓ ✎ 🗑️ ⛶
3	Guests	✓ ✎ 🗑️ ⛶
101	Investors	✓ ✎ 🗑️ ⛶

- 1. Default User Types:** After installing the Membership add-on you will see 'Agents', 'Owners' and 'Guests' user types in this menu. These are default user types. You cannot delete or disable them.

By clicking on the '+' icon, you will see the following figure:

The screenshot shows the 'Add User Type' form. It has a blue header with 'Add User Type' and a close button. The form contains three fields: 'Name' (text input with 'Investors'), 'Membership' (dropdown menu with 'Bronze'), and 'Description' (text area with 'Some Description about this User Type.'). A blue 'Save' button is at the bottom right.

1. **Membership:** This is the default membership of this User Type. This membership can be used when a visitor selects his/her User Type and registers on your website without selecting the membership package. (It depends on your registration scenario - You may use this method or force users to select a membership subscription before registering).
2. **Description:** It will show on the User Type list page.

Membership Settings

Go to WPL->Settings->Membership to see Membership configuration options.

WPL Settings

Global

Gallery

Locations

SEO

Notifications

Membership

Languages

Users

User auto add : Disabled

User URLs : WPL URLs

Expiration Notice Days : 7,1

Register Link Type : User Types->Memberships->Register

Agreement

Agreement Status : Enabled

Agreement Type : Text

Agreement HTML : I agree with Terms and Conditions.

Agreement Text : Agreement Text is here.

Agreement Page : —

1. **User Auto Add:** Add new users as WPL agents automatically. If you're using the Membership registration system, this option should be disabled.
2. **User URLs:** Change WordPress default user URLs to WPL Membership URLs. For example, it converts <http://example.com/wp-login.php> to

<http://example.com/properties/v/members/?wplmethod=login> with a new design. By selecting "WPL URLs", your website visitors won't see the classic WordPress page anymore.

3. **Expiration Notice Days: The** Membership add-on sends an expiration notification to users before expiring their subscriptions. You can set the days. By default, the membership add-on sends this notification 7 days before, and again 1 day before expiring but you can change it to 7,3,1 or 14,7,3,1 if you like.
4. **Register Link Type:** The WPL Membership add-on supports many types of registration.
 - a. **Register:** Redirects visitors to the registration page directly. If you select this option, your website visitors can only register for the default membership with the related User Type. This method is fast and simple for small websites.

 New user registration

You're registering as **Agents** in **Default** membership.

Account Info

Username: *

Email: *

First Name:

Last Name:

Register

- b. **User Types->Register:** Redirects visitors to the User Types page so they can select their User Type and register on the default membership of the selected User Type.

User Types



Guests

Register



Agents

Register



Owners

Register



Constructors

Register

- c. **Memberships->Register:** Redirects visitors to the membership page so they can select their desired membership and register. Their User Type will be related to the User Type of the selected membership.

Memberships	
Bronze Free	Silver €20
Renew Price: €20 Property Count: 10 Hot Property: 3 Featured Property: 2 Period: 45 Days Allowed Listings Types: For rent, Vacation rental Allowed Property Types: All	Renew Price: €25 Property Count: 15 Hot Property: 5 Featured Property: 3 Period: 60 Days Allowed Listings Types: For Sale, Vacation rental Allowed Property Types: All
REGISTER	REGISTER

Gold €100
Property Count: 20 Hot Property: 8 Featured Property: 5 Period: Unlimited Days Allowed Listings Types: All Allowed Property Types: All
REGISTER

- d. **User Types->Memberships->Register:** This is the most complete registration scenario. It redirects visitors to the User Type page so they can select their user type and then redirects them to the Membership page. The Membership page only shows the memberships that are related to the User Type selected in the first step. After selecting membership by visitors, they are redirected to the registration page to complete the signup process.

5. **Agreement:** You can enable the agreement option for the registration page if needed. It supports 3 different types and you can select one of them based on your need.

Membership Notifications

The WPL Membership add-on has a couple of notifications. It uses these notifications for completing user actions or notifying users about something. You can find them on WPL->Notifications menu.

Notifications			
Filter			
#	Subject	Description	Actions
1	Request more details	Sending users favorite list to agents email	✓
2	New Contact	Contact to listing agent from listing page	✓
3	New Profile Contact	Contact to agent from profile page	✓
101	Reset Password Request	Sends after sending a forgot password request.	✓
102	Password Reset	Sends after resetting password by user.	✓
103	Your Account has been registered.	Sends after registration process.	✓
104	Your WPL membership changed.	Sends after changing user membership.	✓
105	Your membership subscription renewed.	Sends after renewing user membership.	✓
106	Your membership expired.	Sends after expiring user membership.	✓
107	Your membership is about to expire.	Sends before expiring membership subscription.	✓

1. **Reset Password Request:** It is sent after someone uses the 'forgot password' feature to retrieve the password.
2. **Password Reset:** It is sent after the 'reset password' action is used and sends new password to the user's email.
3. **Your Account has been registered:** It calls after registration and sends the username and password of the new user to the selected email during the registration process.
4. **Your WPL Membership changed:** It calls after changing the user membership to notify them about it.
5. **Your membership subscription renewed:** It calls after the user renews the subscription.
6. **Your membership expired:** Calls after the user's subscription has expired.
7. **Your membership is about to expire:** Calls before the subscription of the user expires and notifies them to renew their subscription.

Membership Activities

By default, the WPL Membership add-on has 1 activity with 3 instances after installation. You can find these instances by searching "Membership" on WPL->Activity Manager menu.

Activity Manager					
membership			— ▾ +		
ID	Title	Activity	Layout	Position	Actions
28	Membership	membership		my_profile_top	✓ ✎ 🗑️ ⛶
30	Membership Info	membership		dashboard_bottom	✓ ✎ 🗑️ ⛶
31	Dashboard Menu	membership	links	dashboard_side	✓ ✎ 🗑️ ⛶
ID	Title	Activity	Layout	Position	Actions

1. **#28:** This activity includes on My Profile menu of WPL in the backend. Agents will see their subscription details and they can renew and change their subscription if they are allowed. You should set the "Site Section" of this activity to "Backend" otherwise it loads on the frontend profile menu as well.
2. **#30:** It's the same activity as above, but it includes the Membership Dashboard page in the frontend.
3. **#31:** This activity creates the Dashboard menu and you shouldn't disable it. This activity layout should be **links**.

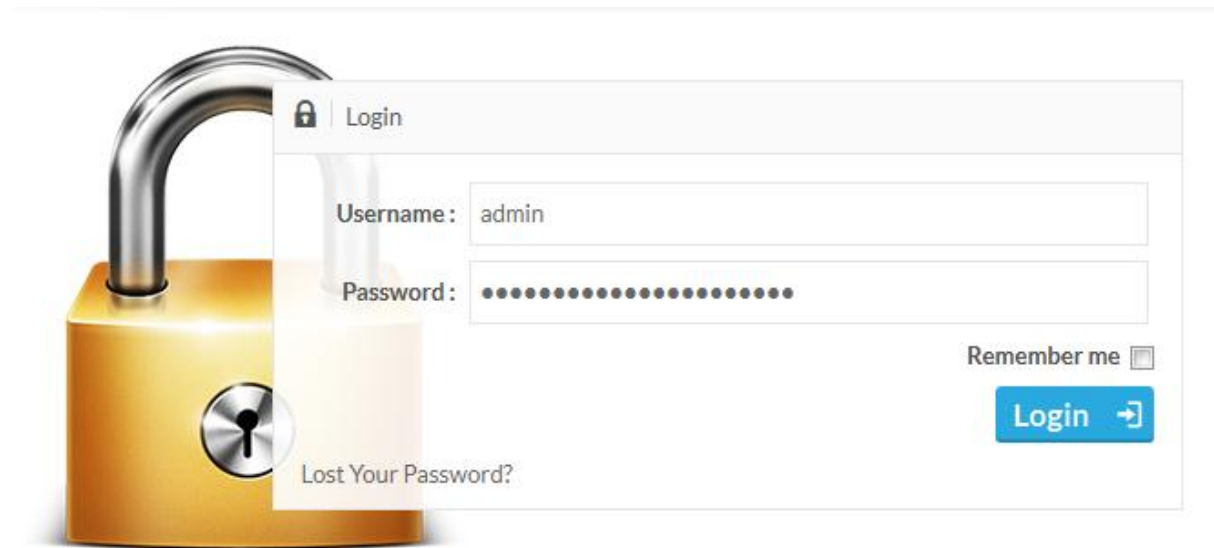
Note: Don't delete or deactivate these activities if you're not sure about what you're doing.

Membership Views

You have seen User Types, Memberships and Register pages already, but the WPL Membership has some other views.

Login

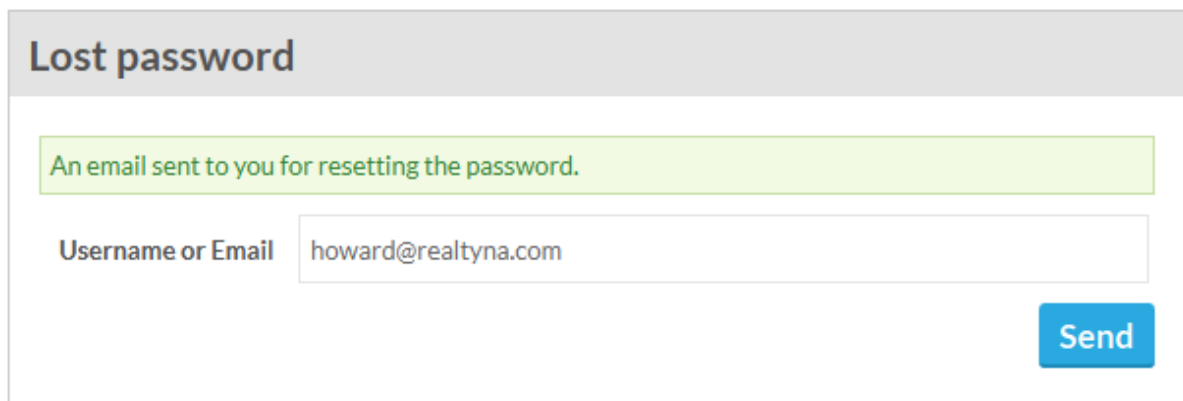
If you select "WPL URLs" for "User URLs" in Membership settings, your users will see this page instead of the normal WordPress login page when they try to login to your website:



Note: This page interface may be different based on your theme, and this page is as is - we do not support other third party plugins integration.

Forgot Password

Using this feature, your users can retrieve their password if they have forgotten it. By clicking on the "Lost Your Password" link on the login page, they will be redirected to this page:



After submitting their username or email, they will receive an email confirming their request. By clicking on the confirmation link, they can select a new password for their account.

Dashboard

After logging in to the account, the user will see the dashboard page:

DashboardAdmin

Dashboard

Profile

Change Password

Logout

Property

Complex

Your current balance is\$94

10Charge

MembershipStatsRenewChange Membership

Renew your membership

Renew Silver Membership

Total amount is: €20

e-WalletPaypalBank

Your current balance is€77

Pay

e-Wallet comment

In this page, users can charge their e-wallet, see membership details, renew memberships, change memberships, update their profile, change their password and add/manage properties/complexes etc.

Profile

By clicking on the profile menu, users have the opportunity to update their WPL profiles:

Profile

Dashboard

Profile

Change Password

Logout

Property

Complex

Profile

First Name*Howard

Last Name*R.

GenderMale

CountryUnited States

StateAlabama

County

City

Division

Change Password

Users can change their password using this menu:

The screenshot shows a 'Change password' form. On the left is a sidebar menu with the following items: Dashboard, Profile, Change Password (which is highlighted in blue), Logout, Property, and Complex. The main content area has a header 'Change password' and a user icon labeled 'Admin'. Below the header, there are two input fields: 'New Password' and 'Repeat Password'. The 'New Password' field contains six dots, and the 'Repeat Password' field is empty. A blue 'Change' button is located at the bottom right of the form.

Membership links

As we explained before, WPL has its own registration process, but if you would like to create a price table or create menus for registration or membership pages, you can easily do it via the Membership links structure.

Register page

Its default URL is something like this:

<http://example.com/properties/v/members/?wplmethod=register>, but you can pass a specific User Type or specific Membership to this page.

Pass a specific Membership subscription:

<http://example.com/properties/v/members/?wplmethod=register&membership=-5>

Pass a specific User Type: <http://example.com/properties/v/members/?wplmethod=register&type=2>

Using these links, you can create menus that will redirect users to proper registration pages or use third party price table extensions to create price tables and link each package to its registration page easily.

Membership page

Like the register page, the membership page has its own link structure and you can use it if needed.

The default URL is something like this:

<http://example.com/properties/v/members/?wplmethod=memberships> but you can pass a specific User Type to this page for showing specific User Type memberships.

Pass a specific User Type:

<http://example.com/properties/v/members/?wplmethod=memberships&type=2>

FAQ

1- What happens if a user's subscription expires?

User properties won't show on listing pages and search results. Also, the user themselves won't show on the profile listings page or profile search results.

2- What if an expired user renews their membership after it expires?

Their properties will show on the listing pages again and their user profile will show on profile listing pages.

3- What happens if a user renews their membership before its expiry?

New subscription time will be added to the remaining time. For example, if the user's subscription expires in 10 days and they renew their subscription for 30 more days, their subscription will expire 40 days later.